

Oct. 19 04 03:34p

p. 3

AMTRAK ENG SUPP

2153493340  
COMMERCIAL MAINTENANCE

10/08 '04 13:55 NO.512 03/04

NU. 660 P. 3

**COPY****PERSONNEL ACTION REQUEST**

Conflict Of Interest?	Training Required?
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Current Information - Must Be Completed**

Payroll Area 02	Social Security Number 221 - 36 - 0890	Personnel No. 40702	LAST Name Moudy	FIRST Name Richard	M.I. D
Job Code <b>AB106</b>	Position Title <b>Foreman III</b>	Department: <b>Mechanical</b>		Personnel Area NE08	Band/Zone Cost Center <b>4151</b>
				Brkp. Sub Group <b>1</b>	

**Action Requested - Must Be Completed**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> New Hire                                | <input type="checkbox"/> Transfer between Management/Union | <input type="checkbox"/> Leave of Absence Paid (Management) |
| <input type="checkbox"/> Retire/Reinstatement                    | <input type="checkbox"/> Salary Change                     | <input type="checkbox"/> Leave of Absence Unpaid            |
| <input checked="" type="checkbox"/> Transfer/Organization Change | <input type="checkbox"/> Leave of Absence Paid (Union)     | <input type="checkbox"/> Return from Leave                  |
| <input type="checkbox"/> Termination                             |  |   |
| <input type="checkbox"/> Retirement                              |  |   |

**Action Reason Code**

Code <b>P6</b>	Reason <b>Promotion from Union to Management</b>	Effective Date Month <b>10</b> Day <b>14</b> Year <b>2004</b>
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**New Job Code and Salary Information**

Job Code <b>98361</b>	Position Title <b>Field Environmental Specialist</b>	CDL <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position No. 50146672	Personnel Subarea 0027	Band/Zone C1
Hours of Service	<input type="checkbox"/> Not Applicable (0)	<input type="checkbox"/> Engineer (1)	<input type="checkbox"/> Trainmen (2)	<input type="checkbox"/> Train Dispatchers/Director (3)	
Job Category	<input type="checkbox"/> Block Operator (4)	<input type="checkbox"/> Signalman (5)	<input type="checkbox"/> Cab Signal/ATS Electrician (6)	<input type="checkbox"/> Locomotive Mover/Helper (7)	
Hire Date	Current Salary/Rate Of Pay		New Salary/Rate Of Pay		Work Hours (Part Time)
Month Day Year	\$ 47,836		\$ 53,000		

**Job Assignment**

Cost Center <b>3533</b>	Function <b>1701</b>	Work Order No.	FTS Location <b>3451</b>	Payroll Area <b>03</b>	Shift	Work Schedule	Gang	Site Code <b>047008</b>	Check Seq. <b>PHL70</b>
Work Phone No.	AT&T No.	Original RR Hire Date			Prior RR Code	Personnel Area	Department		
		Month	Day	Year					
Emp Sub Group	Vacation Eligibility Date			Craft Seniority Date			ARSA Hire Date		
	Month	Day	Year	Month	Day	Year	Month	Day	Year

**Performance Evaluation Information - For Management Transactions Only**

Last Performance Review Date:	Month Day Year	Next Performance Review Date:	Month Day Year
Month Day Year	Month Day Year	Month Day Year	Month Day Year

**Termination Information/Allowances - Must Complete For All Termination Actions**

Allowances	Eligible For Rehire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain In Remarks)
Vacation Hours Due	Outstanding Advance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain 'Yes' Answer In Remarks)
Sick Hours Due	All Properties Collected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain In Remarks)
Severance Pay Due	Fill Vacant Position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Short-Term Disability Benefits**

First \_\_\_\_\_ days at 100% pay  
 Days at 100% pay less RUIA \_\_\_\_\_ Days at 80% pay less RUIA  
 RUIA Benefits at \$ \_\_\_\_\_ per day

**Relocations**  
 Approved for Benefits  Yes  No  
 Level of Benefits:  Tier I  Tier II  Tier III

**Remarks**

Current Salary 22.91 per hour

**Approval Signatures**

Supervisor's Name <b>J. J. Gaudz/B. G. Williford</b>	Phone No. /2836	Human Resources Approval	Date:
Signature 	Date 10/5/04		<b>10/20/04</b>
Department Approval <b>David Hughes</b>	Date <b>10/8/04</b>	Entered By	Date:

Instructions: Complete form, print and receive department approval. Return signed copy for department records and forward original to Human Resources.

NRPC 2000 (10/02) Word Template

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Oct 19 04 03:34p

p.1

AMTRAK ENG SUPP

2153493340

10/08 '04 13:54 NO.512 01/04

Appointment to the vacant Field Environmental Specialist position, Mid Atlantic Division Engineering, Philadelphia.

## Staff Summary Sheet - SSS8386

Requester: BRUCE WILLBRANT	Executive Officer: WILLIAM CROSBIE
Title: Deputy Chief Engineer Maintenance	Department Head: DAVID HUGHES
Extension: 8-728-3460	Director/Manager: JOSEPH GUZZI
Date Submitted: 10/7/2004	Date Approved:

**Purpose:** Approve the selection/appointment of Richard Moudy to the vacant Field Environmental Specialist position, Mid Atlantic Division Engineering, Philadelphia.

**Discussion:** This critical position is responsible for Amtrak's Mid Atlantic Division Engineering environmental field compliance and prevention of citations and civil penalties. The position has been vacant since 9/1/04. The previous incumbent has been performing the duties of this position, along with the duties of his new position. We are requesting an exception to the current directive to appoint Richard Moudy to this position, as he has extensive experience in the environmental field, including management of environmental projects, audits, spill prevention and storm water plans. Rick possesses a wealth of railroad experience and certifications in environmental training.

**Alternatives:** The Field Environmental Specialist is directly responsible for the inception, project management & oversight of many environmental initiatives, conducting environmental audits, & is a liaison between Amtrak & State & Federal Agencies. The interviewing process had taken place before the corporate-wide freeze. Not filling the position will result in citations & civil penalties.

**Funding:** The work is currently being done by the previous incumbent, along with the duties of his new position. This position is funded in the FY05 Operating Budget, and is included in the authorized headcount as shown on the attached Organization Chart No. 3.B.2.4.

**Recommendations:** Approve the selection/appointment of Richard Moudy to the vacant Field Environmental Specialist position, Mid Atlantic Division Engineering, Philadelphia.

## Routing Flow

Routing	Approver	Concur	Non-Concur
02	St. VP - Operations	10/7/04	10-11-04
01	Chief Engineer	10/7	
	Chief Financial Officer		
	Chief Mechanical Officer		
	General Counsel & Corp. Sec.		
	Inspector General		
	VP - Business Diversity		
	VP - Government Affairs & Policy		
03	VP - Human Resources	2/29	10/13/04
	VP - Labor Relations		
	VP Marketing and Sales		
	VP - Planning & Bus. Dev.		
	VP - Procurement & Mat. Mgmt.		
	VP - Security		
	VP - Transportation		

## President and CEO Response

Fiscal Approver	Action Required
President and CEO	Awaiting full approval

On hold until further notice, re. freeze

<http://massetx01.corp.nrrpc/Buyer/render/1II01IVRN1M0D11>

CORPORATE  
HUMAN RESOURCES

2004 OCT 13 P 1:45 PM  
D 10/19/04

Michael F. 10/17/04

AMTRAK ENG SUPP

2153493340  
UNIVERSITY OF PENNSYLVANIA10/08 '04 13:54 NO.512 02/04  
NU.000 P. 2

## Candidate Selection Justification

Position Title <b>Field Environmental Specialist</b>			Department <b>Engineering MAD</b>
Posting Number <b>50146672</b>	Band/Zone <b>C1</b>	Location <b>Philadelphia, PA</b>	Interview Date <b>09 / 22 / 2004</b>
Interview Process	<input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other		

## Interview Participants

Irene Whitaker	Joe Guzzi
Jack Schwitzer	

## Candidates Interviewed

Name	Race	Sex
Guy Douglas	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Lou DiRocco	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Rick Moudy	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Richard Webb	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female

\* American Indian or Alaskan Native    \* Asian    \* Native Hawaiian or Other Pacific Islander

\* Hispanic or Latino (All races)

\* Hispanic or Latino (White race only)

\* Black or African American

\* White

\* Hispanic or Latino (All other races)

## Selected Candidate

Rick Moudy	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
------------	-------	--

## Selection Justification

Mr. Moudy possesses all of the skills required to perform the duties associated with the Field Environmental Specialist position. He has extensive experience in the environmental fields, including the management of environmental projects, audits, spill prevention and storm water plans. Rick possesses a wealth of railroad experience and certifications in environmental training. Of all the candidates interviewed, Rick was the best fit for the position and will be able to grow within the position.

Proposed Effective Date <b>10 / 15 / 04</b>	Proposed Salary <b>\$2,600</b>	<input checked="" type="checkbox"/> Salary Increase    10 % Increase <input type="checkbox"/> Lateral With No Increase
--	-----------------------------------	--

## Salary Justification

Mr. Moudy is moving from a Foreman III position into a much more demanding and responsible position. The Environmental Specialist is directly responsible for the inception, project management and oversight of many environmental initiatives on the division. In addition, the position is responsible for environmental auditing and acts as a liaison between Amtrak and state and federal agencies. This position is responsible for our environmental compliance and prevention of citations and civil penalties. The incumbent will be on call 24/7.

## Approval Signatures

Name	Signature	Date
I. J. Guzzi		10 / 06 / 04
B. G. Willbrandt		10 / 06 / 04

Sep 13 04 07:10a

Amtrak

(302) 429-6361

p. 2

Received by Human Resources

SEP 13 2001  
AMTRAK HUMAN RESOURCES**Job Opportunity Application**

For use by Current Amtrak Employees Only

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: <b>Richard D. Moudy</b>	Social Sec. No.: <b>221-36-0890</b>		
Street Address: <b>150 Springmill Dr.</b>	Home Tel. No.: <b>302-378-6058</b>		
City: <b>Middletown</b>	State: <b>DE</b>	Zip: <b>19709</b>	Work Tel. No.: <b>302-661-6946</b>
Work Location: <b>Wilm Shops</b>	Assigned Work Days: <b>M-F</b>		

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /		ATTACHED	
College	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	From: / / To: / /			
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			
Vocational School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			

**PRESENT JOB STATUS**

Present Job Title: <b>Environmental Supervisor Foreman III</b>	Band/Zone	Last Performance Rating:	Date of Last Rating: <b>/ /</b>
Supervisor's Name: <b>Frank Claar</b>	Supervisor's Title: <b>Field Environmental Coordinator</b>		
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Supervisor's Telephone No.: <b>302-429-6458</b>			

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered	Forwarded	
Date:	By:	Date:
By:	To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

NRPC 1764 (10/01) MSWord Template

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- 1 -

3000219

Sep 13 04 07:10a

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**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : 2 / /89 To: 2 / /92	Laborer	Ed Monsen Mech	Clean- up
From : 2 / /92 To: 2 / /98	Machinist	John Forgione Mech	Repair and Tuneup of Locomotive engines
From : 2 / /99 To: 9 / /99	Foreman	Vince Necsi	Supervision of gangs
From : 11 / /99 To: 2 / /2002	Environmental Foreman III	Frank Claar	All Areas of environmental

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : 4 / /2004 To: / /	Foreman III Environmental	Frank Claar	All Areas of Environmental
From : / / To: / /			
From : / / To: / /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak?  Yes  No  
 If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location

**APPLICANT'S QUALIFICATIONS** This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.  
 I believe I am qualified for the position, not only from my schooling in the environmental field, but by being completely in charge of the Wilm. Maint. Facility Environmental Dept. on several occasions. Mr. Claar was out on Medical Leave on at least two occasions for open heart surgery. I was asked to take over all phases of the operation. I have written 2 courses for the environmental dept which are being used by corporate. Environmental Awareness, and Spec sight specific. I have dealt with all City, State, and Federal Agencies. I have written and applied for all of the sites permits. I have had control of soil removal projects on two occasions which totaled more than 30,000 tons of soil. I have had some dealings with most if not all depts and their POC's here at the Wilm site. We deal with Roadway and some Division Personnel. I know many and have dealt with many of our national contractors in the field. I have run Audits for most of the areas here on our sight, including Roadway, and Division, not leaving out Mech. I have taught many of the training courses here to all areas of the Corp. I am fairly literate in most areas of the computer.

SIGNATURE

PLEASE READ THIS CAREFULLY:

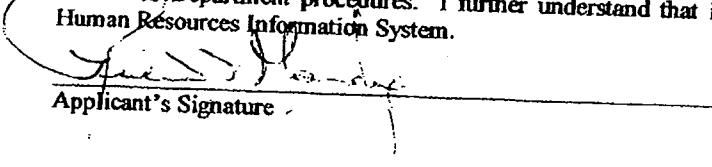
A323

Sep 13 04 07:10a Amtrak

(302) 429 - 6361

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I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

  
Applicant's Signature

9-10-04  
Date

A324

SEP-13-04 MON 06:58 AM AMTRAK WILM-SAFETY DEPT FAX NO. 13024296399

P. 05

RICHARD D. MOUDY  
150 SPRINGMILL DR.  
MIDDLETOWN , DE. 19709

## EDUCATION

1992 - 1994      Delaware Tech and Community College ; Manufacturing and Engineering Tech.

1972 - 1974      Delaware Tech and Community Criminal Justice

1965 - 1969      Claymont High School College Prep.

## AMTRAK EDUCATION

Supervisors airbrake school  
Amfleet I II III  
SPCC  
Environmental Awareness  
Supervisors Management School

SEP-13-04 MON 06:58 AM AMTRAK WILM SAFETY DEPT FAX NO. 13024296399

P. 06

Environmental Awareness for Supervisors  
Rockhurst University getting Organized and Getting  
it all Done school.

PFT

P.C.B.

F-40

P-42

Torque School

Coupler School

Oxygen and Acetylene

## STATE AND FEDERAL SCHOOLS

METHOD 9, VISIABLE EMISSIONS  
EVALUATOR

HAZARDOUS AND TOXIC WASTE  
MANAGEMENT

MANDATES AND COMPLIANCE

DNRC UST REGS

DNRC AST REGS

## SKILLS

1994-1997 Vice Chairman Local 1284 Machinist  
union

1996- 1997 President and Vice Chairman Local  
1284

SEP-13-04 MON 06:58 AM AMTRAK WILM SAFETY DEPT FAX NO. 13024296399

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## ACCOMPLISHMENTS & AWARENESS

- 1) TITTLE 5 AIR EMISSIONS
- 2) RCRA , RESOURCE CONSERVATION AND RECOVERY ACT FOR SIGHT
- 3) AWARE OF LOCATION OF ALL 7 DISCHARGE SITES ALSO AWARE OF DAMS A B C, AND WHAT TO DO IF BREECH OCCUR
- 4) HAVE DELT WITH EPA AND DNRC AGENTS ON POTENTIAL VIOLATIONS
- 5) WAS A PARTICIPANT AND IN CHARGE OF THE 2001 AUDIT ON THE WILM SITE
- 6) HAVE PARTICIPATED IN THE STUDYS AND FARMING OF PCB'S ON THE WILM SITE
- 7) ALSO I AM FIMILIAR WITH THE REMEADITION OF THE SOUTH YARD AND HAVE KNOWLEDGE OF THE PUMPING WELLS ON THE SOUTH YARD SITE
- 8) WROTE THE ENVIRONMENTAL AWARENESS SCHOOL OUTLINE THAT CORPORATE HAS ADOPTED . WROTE SPCC AND SPILL CLASSES FOR THE SITE
- 9) DEVELOPED WASTE STORAGE DOCUMENTATION FOR THE WILM, BEAR, AND BEECH GROVE SITES.
- 10) TAUGHT FOREMEN AND MANAGERS CLASSES AT WILM SHOPS IN THE ENVIRONMENTAL AREAS
- 11) ADOPTED SPILL PROCEDURES FOR SIGHT, AND SET UP ALL SPILL KITS AND SATELITE ACCUMULATION AREAS FOR SHOPS. SAW THAT ALL FORKTRUCKS WERE EQUIPT WITH MOBILE SPILL KITS
- 12) WAS A PARTICIPANT IN THE REMOVAL OF WALTERS MT.
- 13) HAVE GOOD KNOWLEDGE OF ALL ENVIRONMENTAL VENDERS THAT DEAL WITH THIS DEPT ON A REGULAR BASIS.
- 14) WAS TOTALLY IN CHARGE OF ENTIRE DEPT WHILE MR. CLAAR WAS HAVING MAJOR SURGERY. HE WAS NOT AT THE FACILITY FOR A PERIOD OF 4 MONTHS.

SEP-13-04 MON 06:59 AM AMTRAK WILM-SAFETY DEPT FAX NO. 13024296399 P. 08

- 15) WORKED WITH CLEAN HARBORS IN THE REMOVAL OF THE PCB'S ON THE E60 PROGRAM
- 16) I AM FULLY QUILFIED TO WORK ON THE EIS SYSTEM WHICH WAS JUST RECENTLY PLACED INTO SERVICE.
- 17) I HAVE ALSO JUST RECENTLY COME FROM THE 2003 ENVIRONMENTAL SUMMIT.

SEP-13-04 MON 06:59 AM AMTRAK WILM SAFETY DEPT FAX NO. 13024296399

P. 09

# Certificate of Achievement

HWMC

This certificate has been awarded to:

**Richard D. Moudy**

at

**Philadelphia, Pennsylvania**

For successfully completing the Lion Technology Inc.  
of the United States Environmental Protection Agency and guidelines, standards  
and procedures for safe and legal management of waste designated as hazardous.

This workshop is designed to satisfy the annual training mandate\* for typical managers and supervisors of  
hazardous/toxic waste compliance activities. Training was conducted by  
Lion Technology Inc., Lafayette, NJ 07848 (973-383-0800).  
\*[Ref. 40 CFR 262.34(a)(4) and 265.16 or 40 CFR 262.34(d)(5)(iii)]

This training completed on: 25 June 2004

National Registry of Professionals - Member PIN: 027-4176

*R. John*



LION

14CEH-Awarded

# Visible Emissions Evaluation

This certifies that...

*Richard Moudy*

...successfully completed a course in the methods of measurement of visible emissions from sources as specified by Federal Reference Methods 9 and 22 conducted by Eastern Technical Associates of Raleigh, North Carolina.

Dover, Delaware

Course Location

*Thomas Hove*  
President

*Michael J. Fitzgerald*  
Director of Training

February 27, 2001

Date

*Bill Charles*  
Instructor

## NATIONAL RAILROAD PASSENGER CORPORATION

Amtrak

Human Resources Department

*Pg 1*

INITIAL SCREENING SHEET				
POSTING NOTICE NO. # 50146672		POSITION: Field Environmental Specialist		
APPLICANT'S NAME	DATE APPLICATION RECEIVED	RATING *		REMARKS
		Q	UQ	
DENNIS MONTONE	9/15	X		NO Enviro Exp
LUIGI D. Rocco	9/14	X		Limited Enviro Exp
PAUL Woodford	9/15		X	HR Experience / NO Enviro
RICHARD Moudy	9/14	X		Enviro Exp.
RICHARD L WEBB	9/14	X		Enviro Co-ordinator
JEFF Merriman	9/16		X	NO Enviro Exp / SAFETY REG
ALVIA LACY	9/16		X	NO Enviro Exp
A. Ayo - DAIES	9/8		X	NO Enviro Exp / outside applic
JEFF Greenwell	9/13		X	NO Enviro Exp
Kurt Flowers'	9/15		X	NO Enviro Exp / outside app.
TREVOR WHELESS	9/15		X	" " " "
D. TONY	9/15		X	" " " "
C. VILL	9/15		X	" " " "
A. Barbieri	9/15		X	" " " "
A. Bunch	9/15		X	" " " "
R. CROWDER	9/14		X	" " " "
J. O'NEILL	9/14		X	" " " "
V. STONE	9/14	X		Chem. Engr / Exp. / External
L. SOWARDS	9/14	X		Civil Engr / Exp / External
R. VARELA	9/14	X		" " " "
T. Booker	9/14		X	NO RESUME
J. BAUGHER	9/11		X	NO Enviro Exp / External
Date	Signature of Human Resources Representative			*Q-Qualified *UQ-Unqualified

NATIONAL RAILROAD PASSENGER CORPORATION

30th Street Station, Philadelphia, PA 19104



November 1, 2004

Mr. Alvia L. Lacy  
1306 Jervis Square  
Belcamp, MD 21017

RE: Your application for the Field Environmental Specialist position

Vacancy No. 50146672

Dear Mr. Lacy:

Thank you for submitting your application for the position of Field Environmental Specialist.

We were able to identify other applicants whose background, experience and skills were more closely aligned to the posted requirements and the needs of the department. As a result, another applicant was selected.

We appreciate your interest in Amtrak and wish you the best of luck with your career endeavors.

Sincerely,  
Human Resources Department

Amtrak

~~PPV-16-2004 DRAFT~~ Application

For use by Current Amtrak Employees Only  
 Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

~~PPV-16-2004 DRAFT~~  
**AMTRAK-PENN-PHL- FIELD ENVIRONMENTAL SPECIALIST**  
 Posting Notice Number: 50146672  
 Location: PHIL, PA

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: ALVIA L. LACY	Social Sec. No.: 215-68-0127
Street Address: 1306 JERVIS SQ,	Home Tel. No.: 410-272-4819
City: BELCAMP	Work Tel. No.: 303 834-2769
Work Location: BEAR, DE	Assigned Work Hours: 6-2
Assigned Work Days: MON-FRI	

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: 9/3/70 To: 6/7/74	HIGH SCHOOL DIP.	ABERDEEN SR. HIGH	ABERDEEN, MD 21001
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: 6/ /83 To: 12/ /86	BS BUSINESS ADMINISTRATION	UNIVERSITY OF MARYLAND	COLLEGE PARK, MD
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			
Vocational School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: 1/ /76 To: 8/ /76		AIRCO TEC INST.	BALTIMORE, MD
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			

**PRESENT JOB STATUS**

Present Job Title: <b>CARREPAIR-PERSON</b>	Band/Zone BEAR, DE	Last Performance Rating: N/A	Date of Last Rating: / /
Supervisor's Name: <b>MR J. WALTERS</b>	Supervisor's Title: <b>MANAGER</b>		
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Supervisor's Telephone No.:			

**HR MAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered	Forwarded	
Date:	By:	Date:
by:	To:	

It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

PC 1764 (10/01) MSWord Template

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SEP-16-2004 DRAFT FORM: HUMAN RESOURCES 2029063349

**RECEIVED**  
SEP 16 2004  
AMTRAK HUMAN RESOURCES  
Philadelphia, PA

Dates From/To	Position Title	Supervisor and Department	Major Duties
From: 8/ / 83 To: 1/ / 88	TRACK -PERSON	TRACK	MAINTAIN AND REPAIR TRACK LOCATIONS WITHIN THE NEC.
From: 1/ / 88 To: 1/ / 88	CARREPAIR- PERSON	MECHANICAL	REPAIR, AND MAINTAIN AMF I & II, IN ADDITION TO AIR BRAKE DUTIES.
From: 1/ / To: 1/ /			
From: 1/ / To: 1/ /			
<b>OTHER EMPLOYMENT HISTORY</b>			
Dates From/To	Position Title	Company	Major Duties
From: 7/ 197 To: 1/ 199	CSR	MCC	COMPLETE DUTIES IN SALES, BANK DEPOSITS, CLOSINGS, AND TRANSACTIONS, AS RELATED TO CENTER.
From: 1/ / To: 1/ /			
From: 1/ / To: 1/ /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak?  Yes  No  
 If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location
N/A			

**APPLICANT'S QUALIFICATIONS** This form does not allow you to spell check your data. For extensive text, you may want to impose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

I FULFILL THE POSTED SKILLS AND EXPERIENCE REQUIRED FOR THIS POSITION, BASED ON MY BACHELORS DEGREE IN BUSINESS ADMINISTRATION, AND MY EXPERIENCE, AND TECHNICAL BACKGROUND IN THE FIELD OF MECHANICAL OPERATIONS, MAINTENANCE PROCEDURES, FRA, AND SAFETY REGULATION. IN ADDITION, I HAVE SUPERVISION EXPERIENCE.

**SIGNATURE****PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

9/13/04

- 2 -

A334

OCT-07-2004 11:49 From:

10/07/04 THU 09:45 FAX 215 349 1088

To:87281088

P.2/7

HUMAN RESOURCE

004

Page 1 of 2

**Job Reference # 50183697****Amtrak - Pennsylvania-Philadelphia - Administrator Support Specialist-eff 10/07/04****POSITION: Administrator Support Specialist****DEPARTMENT: Procurement & Materials Mgmt.****LOCATION: Philadelphia, PA****BAND/ZONE - SALARY: C1 - \$38,500.00 minimum****POSITION NO: 50183697****INTERNAL AND EXTERNAL APPLICANTS**

**DUTIES:** Incumbent is responsible for monitoring construction project costs using cost monitoring and performance measuring systems. Also provides financial analysis reports in addition to reviewing and evaluating contractor invoices. Responsible for initiating changes to system databases to provide reporting and control information to identify and prevent overpayments or duplicate payments. Provides construction financial analysis reports for staff and senior management and makes recommendations to improve productivity and reduce costs. Also, evaluates, reviews and approves contract, purchase order and payment request invoices for payments.

**EDUCATION:** Bachelor's degree in Business Administration or related degree or the equivalent combination of education, training and/or experience.

**WORK EXPERIENCE:** Demonstrated experience and understanding of mainframe and PC operating systems, communications and business applications. Good judgment and problem solving skills. Prefer extensive experience utilizing AAMPS system, eTrax (Ariba) and Microsoft Desk Top applications. Extensive experience using the AP imaging system preferred.

**OTHER REQUIREMENTS:** Demonstrated practical work experience and the aptitude for using computer systems to solve business problems. Knowledge of Procurement processes and business practices. Self-starter with initiative, good analytical skills and common sense approach to problem solving. Ability to achieve objectives within tight time constraints. Ability to multi-task and meet deadlines from multiple sources. Prior satisfactory job performance and attendance required.

**COMMUNICATION AND INTERPERSONAL SKILLS:** Excellent verbal and written communication skills.

**SUPERVISORY RESPONSIBILITIES:** None.

**TRAVEL:** None.

OCT-07-2004 11:49 From:

10/07/04 THU 09:45 FAX 215 349 1088

HUMAN RESOURCE

To:87281088

P.3/7

Page 2 of 2

INTERNAL AMTRAK EMPLOYEES MUST COMPLETE A JOB OPPORTUNITY APPLICATION TO APPLY FOR THIS POSITION.

**Job Notes**

**Salary Range:** C1 \$38,500 to \$80,000

**Last Day to Apply:** 10/14/2004

**Job Category:** Procurement

**Years of Experience:** 5 - 10

**Travel Requirements:** None

**Relocation Benefits may Apply:** No

**Referral Bonus:** 1500 points

AMTRAK is an equal opportunity employer committed to employing a diverse workforce. Internal AMTRAK employees must complete a job opportunities application to apply for positions.

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~~AMTRAK~~

SSS 8783

## PERSONNEL ACTION REQUEST

Conflict Of Interest?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Training Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
-----------------------	--	--------------------	--

## Current Information

Payroll Area 02	Social Security Number 187-36-0902	Personnel No. 37065	Last Name McCarthy	First Name Carlene	M.I. M.J.
Job Code BC118	Position Title Lead Accounting Clerk	Department Proc. & Mat'l Mgmt.		Personnel Area	Band/Zone
				Cost Center	Emp. Sub Group

## Action Requested

<input checked="" type="checkbox"/> New Hire	<input checked="" type="checkbox"/> Transfer between Management/Union	<input type="checkbox"/> Leave of Absence Paid (Management)
<input type="checkbox"/> Retire/Reinstatement	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence Unpaid
<input type="checkbox"/> Transfer/Organization Change	<input type="checkbox"/> Leave of Absence Paid (Union)	<input type="checkbox"/> Return from Leave
		<input type="checkbox"/> Termination
		<input type="checkbox"/> Retirement

## Action Reason Code

Code	Reason <b>Promotion from Union to Management</b>	Effective Date Month Day Year 11 16 2004
------	---	--

## New Job Code and Salary Information

Job Code 99381	Position Title Administrative Support Analyst	CDL <input type="checkbox"/> Yes <input type="checkbox"/> No	Position No. 0036131 7	Personnel Subarea	Band/Zone C1
Hours of Service	<input checked="" type="checkbox"/> Not Applicable (0)	<input type="checkbox"/> Engineer (1)	<input type="checkbox"/> Trainmen (2)	<input type="checkbox"/> Train Dispatchers/Director (3)	
Job Category	<input type="checkbox"/> Block Operator (4)	<input type="checkbox"/> Signaller (5)	<input type="checkbox"/> Cab Signal/ATS Electrician (6)	<input type="checkbox"/> Locomotive Mover/Helper (7)	
Hire Date	Current Salary/Rate Of Pay Month Day Year 11 16 2004		New Salary/Rate Of Pay \$ 43,158	Work Hours (Part Time)	
Month Day Year			\$ 47,500		

## Job Assignment

Cost Center 4806	Function 1121	Work Order No. 3451	FIR Location	Payroll Area	Shift	Work Schedule	Gang	Site Code 47006	Check Seq. PHI.59
Work Phone No.	AT&T No.	Original RR Hire Date Month Day Year			Prior RR Code	Personnel Area NE1	Department Proc. & Mat'l Mgmt.		
Emp Sub Group	Vacation Eligibility Date Month Day Year			Crnt Seniority Date Month Day Year			ARSA Hire Date Month Day Year		

## Performance Evaluation Information

Last Performance Review Date: Month Day Year	Next Performance Review Date: Month Day Year
---	---

## Termination Information/Allowances

Allowances	Eligible For Retirement? <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Vacation Hours Due	Oustanding Advances? <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain 'Yes' Answer In Remarks)
Sick Hours Due	All Properties Collected? <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Severance Pay Due	Fill Vacant Position? <input type="checkbox"/> Yes <input type="checkbox"/> No

Short-Term Disability Benefits First _____ days at 100% pay Days at 100% pay less RUIA _____ Days at 80% pay less RUIA RUIA Benefit rate \$ _____ per day	Relocations Approved for Benefits Level of Benefits: Tier I Tier II Tier III
--	---

## Remarks

X
---

## Approval Signatures

Supervisor's Name Signature Department Approval Michael Rienzi	Phone No. Date Date a-07 11/1/07	Human Resources Approval Entered By Signature Date 11/16/04 12/17/04
---	---	---

Instructions: Complete form, print and secure departmental approvals. Retain signed copy for department records and forward original to Human Resource.

NRPC 2000 (10/02) Word Template  
Amtrak is a registered service mark of the National Railroad Passenger Corporation.

entered off 12/11/04  
Payroll ran for  
union 12/16/04

83: Carlene McCarthy - Admin. Support Analyst

Page 1 of 1

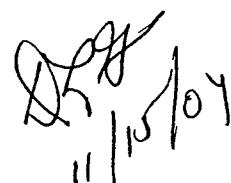
## Staff Summary Sheet - SSS8783

Philadelphia

Requester: MARIE WALKER-RUGGHIA	Executive Officer: MICHAEL RIENZI
Title: Manager Budget Planning	Department Head: JOHN VENTURELLA
Extension: 8-728-1288	Director/Manager: JOSEPH SOUSA III
Date Submitted: 11/2/2004	Date Approved:
<b>Purpose:</b> Request approval to place Ms. Carlene McCarthy into the vacant Administrative Support Analyst position in Philadelphia.	
<b>Discussion:</b> Ms. McCarthy was selected because she was the best applicant for this position. She currently handles construction contract payments which familiarizes her with the entire process of auditing construction payments. It is critical that this position be filled because if payments are not made in a timely manner to vendors, construction activity is delayed and could be halted by disgruntled unpaid contractors. Poor relationships with the various contractors on these projects is not beneficial to Amtrak and high level projects such as Fire, Life & Safety and the Thames River Bridge. This position processes between 2500 and 3000 invoices annually and it is critical to continue to process payments in a timely manner.	
<b>Alternatives:</b> There are no alternatives. If this position is not filled expeditiously, Amtrak could strain the already somewhat delicate relationship with vendors and the order, receipt and payment process. See attached memo for further justification.	
<b>Funding:</b> Funding for this position has been included in the FY05 operating budget and is shown on the authorized headcount of chart 11.2.	
<b>Recommendations:</b> Approve this request.	

## Routing Flow

Routing	Approver	Concur	Non-Concur
	Sr. VP - Operations		
	Chief Engineer		
	Chief Financial Officer		
	Chief Mechanical Officer		
	General Counsel & Corp. Sec.		
	Inspector General		
	VP - Business Diversity		
	VP - Government Affairs & Policy		
02	VP - Human Resources	X	
	VP - Labor Relations		
	VP Marketing and Sales		
	VP - Planning & Bus. Dev.		
01	VP - Procurement & Mat. Mgmt.	X	
	VP - Security		
	VP - Transportation		


  
11/15/04

## President and CEO Response

Final Approver	Action Required
President and CEO	Awaiting full approval

## NATIONAL RAILROAD PASSENGER CORPORATION

30TH Street Station, Box 12, Philadelphia, PA 19104

**Memo**

Date November 1, 2004

From Michael Rienzi

To David Gunn

Department Proc. &amp; Mat'l Mgmt.

Subject Filling Vacant Position -

cc Administrative Support Analyst

This memo provides justification as to why the Administrative Support Analyst position must be filled as soon as possible.

The prior individual holding this position took an early retirement. This position is responsible for the coordination, processing and reporting on all of Amtrak's construction and architect/engineering invoices nationwide. This position processes between 2500 and 3000 invoices annually, involving hundreds of millions of dollars. Delaying or not filling this position by deferring the payment of these invoices is not a reasonable alternative. This position has no comparable dedicated back-up person to process these payments. If this position is not filled expeditiously, Amtrak will likely strain the already somewhat delicate relationships with these vendors.

If payments are not made and/or don't continue in a reasonable time frame, construction activity may even be halted on certain projects by disgruntled unpaid contractors. Poor relationships with the various contractors on these projects over lack of payments is not beneficial to Amtrak and could even harm the completion of projects that are critical to Amtrak such as those associated with Fire, Life & Safety and the Thames River Bridge as examples. Also, bidders and proposers on new work may not bid or bid a higher amount on Amtrak projects, if Amtrak develops a "slow pay" reputation because of this position going unfilled.

From a accounting standpoint Amtrak's independent auditors see this position as a key means to accomplish "separation of duties" between those functions that order, receipt and process payments. This position is also needed in order to implement and continue with the improvements recommended by these same independent auditors, in the way in which Amtrak financially accounts for its retainage liability on construction projects.



## Candidate Selection Justification

538 878~  
Procurement & Mat. Mgmt.

Position Title <b>Administrative Support Analyst</b>			Department
			Procurement & Mat. Mgmt.
Posting Number <b>50183697</b>	Band/Zone <b>C1</b>	Location <b>Philadelphia, PA</b>	Interview Date <b>10 / 25 / 2004</b>
Interview Process		<input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other	

**Interview Participants**

<b>John Venturella</b>	Procurement & Material Management Dept.
<b>Gary Eckenrode</b>	Procurement & Material Management Dept.
<b>Tim Ryan</b>	Procurement & Material Management Dept.

**Candidates Interviewed**

Name	*Race	Sex
Maria D'Alessandro	Hispanic	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Sharon McHenry	White	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Carmen Rossini	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Catherine Murray	White	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Carlene McCarthy	White	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Joan Gray	White	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Eileen Christie	White	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Kathleen Wickersham	White	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Mary Barniak	White	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female

- \* American Indian or Alaskan Native   \* Asian   \* Native Hawaiian or Other Pacific Islander   \* Black or African American   \* White  
 \* Hispanic or Latino (All races)   \* Hispanic or Latino (White race only)   \* Hispanic or Latino (All other races)

**Selected Candidate**

<b>Carlene McCarthy</b>	White	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
-------------------------	-------	--

**Selection Justification**

Carlene's accounting background and experience was much stronger than the other candidates. Carlene also supports construction contract payment in the Accounts Payable department which has familiarized her with the entire process of auditing construction payments. Carlene's attendance and performance at Amtrak are excellent.

Proposed Effective Date <b>11 / 16 / 2004</b>	Proposed Salary <b>\$47,500</b>	<input checked="" type="checkbox"/> Salary Increase   10 % Increase <input type="checkbox"/> Lateral With No Increase
--	------------------------------------	---

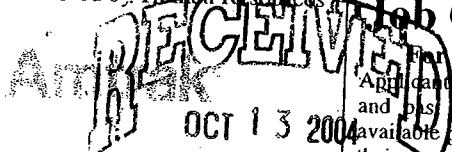
**Salary Justification**

Mr. McCarthy is being promoted from union to management. The promotion will enable Amtrak to promote from within and give a seasoned employee the opportunity to perform the job requirements with little training. Carlene will definitely be an asset to the department.

**Approval Signatures**

Name	Signature	Date
Michael J. Rienzi	<i>Q. ay</i>	<i>10/16/04</i>
		<i>/ /</i>
		<i>/ /</i>

Received by Human Resources

**Job Opportunity Application****For Use by Current Amtrak Employees Only**

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:  
Administrator  
Support Specialist

Posting Notice Number:  
50183697

Location:

Philadelphia, PA

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. Use additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name:

Carlene S. McCarthySocial Sec. No.: 187369902

Street Address:

949 Twelve Oaks DriveHome Tel. No.: 856-875-2037

City:

WilliamstownState: NJZip: 08094Work Tel. No.: 215-349-1449

Work Location:

Philadelphia, PAAssigned Work Days: Monday - FridayAssigned Work Hours: 7:30am-4:00pm**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <u>9/15/64</u> To: <u>6/08/68</u>	Academic/ Commercial	Frankford High	Philadelphia, PA
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <u>9/04/89</u> To: <u>12/17/95</u>	Associates General Studies	Community College of Philadelphia	Philadelphia, PA
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			
Vocational School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			

**PRESENT JOB STATUS**

Present Job Title:	<u>Lead Accounting Clerk</u>	Band/Zone N/A -	Last Performance Rating: See attached.	Date of Last Rating: / /
Supervisor's Name:	<u>J. Roger Hooker</u>	Supervisor's Title:	<u>Manager Accounts Payable</u>	
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Telephone No.: <u>215-349-1392</u>		

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered	Forwarded	
Date:	By:	Date:
By:	To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

NRPC 1764 (10/01) paper version

30002991

**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : / / To: / /	See attached.		
From : / / To: / /			
From : / / To: / /			
From : / / To: / /			

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : / / To: / /	See attached.		
From : / / To: / /			
From : / / To: / /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak?  Yes  No  
 If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location

**APPLICANT'S QUALIFICATIONS** Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

See attached.

**SIGNATURE****PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

*Colleen S. McCarthy*  
 Applicant's Signature

A342

*10/12/04*  
 Date

## Carlene McCarthy

949 Twelve Oaks Drive, Williamstown, NJ 08094-3535, 856-875-2037

### AMTRAK WORK HISTORY

**From/To:** August 2003 to Present

**Position Title:** Lead Account Clerk

**Supervisor/Department:** Roger Hooker/Accounts Payable

**Major Duties:** Train other clerical employees in procedures and techniques, monitor clerks performance, provide instruction and correction action, respond to payment and rejection inquiries, verify and distribute checks, compile statistical data, prepare journal entries and year end statements.

**From/To:** Feb. 2002 - August 2003

**Position Title:** Refund and Disbursement Clerk

**Supervisor/Department:** Elizabeth Bush/Refunds and Disbursement

**Major Duties:** Log refund request, process and disburse refunds, research problems and resolve as necessary.

**From/To:** Feb. 1999 - Feb. 2002

**Position Title:** Service Center Consultant

**Supervisor/Department:** Claudine Conaway/Service Center

**Major Duties:** Provide quality service to the travel industry. Assist with technical support for their GDS systems. Provide Amtrak product knowledge and GDS systems training.

**Note:** Last management position held. Released due to downsizing.

**Band/Zone:** C1

**Last Performance Rating:** 5.75 **Date of Last Rating:** January 25, 2002

**From/To:** Oct. 1990 - Jan. 1999

**Position Title:** Account Consultant

**Supervisor/Department:** Thomas Sabo & Claudine Conaway/Travel Agency Sales Center

**Major Duties:** Managed travel agencies in Virginia, Washington, D.C., Maryland, Delaware, South Jersey and Philadelphia, PA. Developed and delivered training seminars. Negotiated Sales Contracts.

**From/To:** Oct. 1987 - Sep. 1990

**Position/ Title:** Tour Desk Agent

**Supervisor/Department:** Robert Cook / Reservation Sales Office

**Major Duties:** Handled reservations for hotel and tour packages.

**From /To:** Jan. 1984-Oct.1987

**Position Title:** International Sales Agent

**Supervisor/Department:** Rise Mayo / International Sales

**Major Duties:** Handled train, tour and group reservations for International travel agents via Telex. Trained International travel agents. Serviced International travel agencies.

**From/To:** June 1976-Jan. 1984

**Position Title:** Reservation and Information Sales Agent

**Supervisor/Deparment:** Various Supervisors/Reservations and Sales

**Major Duties:** Provided information and reservations to the public and travel agencies.

## OTHER EMPLOYMENT HISTORY

**From/To:** July 1968 - April 1976

**Position Title:** Accounts Receivable Clerk

**Company:** West Wholesale Drug Co.

**Major Duties:** Daily deposits, posting accounts, collections, serviced accounts and trained new hire employees.

## Carlene McCarthy

949 Twelve Oaks Drive · Williamstown, NJ 08094 · 856-875-2037

### Objective

Amtrak has employed me for more than 28 years. During this time, I worked in various departments including Reservations, Sales, Travel Agency Service Center, Refunds and Disbursements and Accounts Payable. Prior to Amtrak, I was employed as an Accounts Receivable Credit Assistant for eight years. I have acquired a great deal of product knowledge regarding Amtrak and the Sales, Service and Accounting fields.

I want to move forward in my career at Amtrak. I feel I would be an asset to the Procurement and Materials Management Department. The following explains my current and previous experiences, education and personal traits that I believe are excellent qualifications for this position.

### EDUCATION

ASSOCIATES DEGREE WITH HIGH HONORS  
COMMUNITY COLLEGE OF PHILADELPHIA

December 1995  
PHILADELPHIA, PA

My degree is in General Studies with strong emphasis in Business Management. I hold a 3.6 average.

### AWARDS

Received Top Sales Awards

### PERSONAL STRENGTHS

- Extremely well organized, self motivated worker
- Excellent written and oral communication skills - have participated in radio interviews promoting Amtrak
- Able to work well under pressure with strict time constraint
- Strong analytical skills
- Excellent time management skills
- Proficient with AAMPS, eTrax, Accounts Payable Imaging system, Word, Excel, Powerpoint, Outlook, Arrow, Tivoli, and Lotus Notes
- Grasp new concepts quickly
- Outstanding listening skills
- Proficient telephone skills
- Developed training material, organized and conducted training classes for Amtrak personnel and the travel agency industry
- Strong negotiating skills
- Ability to handle difficult situations
- Professional approach to all duties and responsibilities
- Good relationship with supervisor and peers
- Team player

- Reliable and trustworthy
- Use available resources and handle budgets efficiently
- Ability to work well autonomously
- Complete all reports in a timely manner

REFERENCES

Elizabeth Bush, Manager  
Refunds and Disbursements  
ATS: 728-4714

Robert Cook, Manager  
Philadelphia Reservation Sales Office  
ATS: 723-7970

Gloria Hughes, Market Manager  
Marketing  
Ph#: 215-891-0331

Currently, I am responsible for the handling of all construction invoices in Accounts Payable. I am well aware of the importance of preventing overpayments and duplicate payments and what is necessary to avoid these situations. I am confident that the combination of my work and educational background along with my personal strengths will be put to excellent use as an Administrator Support Specialist.

Received by Human Resources

Amtrak

**Job Opportunity Application****For use by Current Amtrak Employees Only**

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:

**AMTRAK - PENN-PHIL ADMINISTRATOR****SUPPORT SPECIALIST**

Posting Notice Number:

**50183697**

Location:

**PHL, PA**

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: <b>ALVIA L. LACY</b>	Social Sec. No.: <b>215-68-0127</b>	
Street Address: <b>1306 JERVIS SQ,</b>	Home Tel. No.: <b>410-272-4819</b>	
	Work Tel. No. : <b>302 834-2769</b>	
<b>CITY: BELCAMP</b>	<b>State: MD Zip:21017</b>	Assigned Work Hours: <b>6-2</b>
<b>Work Location: BEAR, DE</b>	Assigned Work Days: <b>MON-FRI</b>	

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>9 / 3 / 70</b> To: <b>6 / 7 / 74</b>	<b>HIGH SCHOOL DIP.</b>	<b>ABERDEEN SR. HIGH</b>	<b>ABERDEEN, MD 21001</b>
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>6 / / 83</b> To: <b>12 / / 86</b>	<b>BS BUSINESS ADMINISTRATION</b>	<b>UNIVERSITY OF MARYLAND</b>	<b>COLLEGE PARK, MD</b>
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			
Vocational School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>1 / / 76</b> To: <b>8 / / 76</b>		<b>AIRCO TEC INST.</b>	<b>BALTIMORE, MD</b>
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			

**PRESENT JOB STATUS**

Present Job Title: <b>CARREPAIR-PERSON</b>	Band/Zone <b>BEAR, DE</b>	Last Performance Rating: <b>N/A</b>	Date of Last Rating: <b>/ /</b>
---	------------------------------	--	------------------------------------

Supervisor's Name: <b>MR J. WALTERS</b>	Supervisor's Title: <b>MANAGER</b>
--	---------------------------------------

May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Telephone No.:	

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered	Forwarded
Date:	By:
By:	To:

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

**AMTRAK HUMAN RESOURCES**

Philadelphia, PA

NRPC 1764 (10/01) MSWord Template

**OCT 26 2004**

**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : 8 / 83 To: 1 / 88	TRACK -PERSON	TRACK	MAINTAIN AND REPAIR TRACK LOCATIONS WITHIN THE NEC.
From : 1 / 88 To: / /	CARREPAIR- PERSON	MECHANICAL	REPAIR, AND MAINTAIN AMF I & II, IN ADDITION TO AIR BRAKE DUTIES.
From : / / To: / /			
From : / / To: / /			

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : 7 / 97 To: / 99	CSR	MCC	COMPLETE DUTIES IN SALES, BANK DEPOSITS, CLOSINGS, AND TRANSACTIONS, AS RELATED TO CENTER.
From : / / To: / /			
From : / / To: / /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak?  Yes  No  
 If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location
N/A			

**APPLICANT'S QUALIFICATIONS** This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

I FULFILL THE POSTED SKILLS AND EXPERIENCE REQUIRED FOR THIS POSITION, BASED ON MY BACHELORS DEGREE IN BUSINESS ADMINISTRATION, AND MY EXPERIENCE, AND TECHNICAL BACKGROUND IN THE FIELD OF MECHANICAL OPERATIONS, MAINTENANCE PROCEDURES, FRA, AND SAFETY REGULATION. IN ADDITION, I HAVE AMPLE KNOWLEDGE OF AAMPS, SYSTEM, AND DESK TOP

**SIGNATURE** *Alex Lacy*  
**PLEASE READ THIS CAREFULLY:**

APPLICATIONS.

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

*10/13/04*

## Amtrak - Search Results

Page 1 of 2



**AMTRAK**

Job Description

Search Jobs | Online Help | Referral Program | My Account | Home

**Job Reference #50183713**[New Search](#)**Amtrak - Delaware-Wilmington - Sr Analyst Operating Practices(8)-eff 10/7/04****Position is only open to internal candidates!**

POSITION: Sr Analyst Operating Practices (8 positions)

DEPARTMENT: Transportation

LOCATION: Wilmington, DE

BAND/ZONE SALARY: C2 \$47,000.00 minimum

POSITION NO: 50183713

**INTERNAL APPLICANTS ONLY**

**DUTIES:** Incumbent is responsible for the development, implementation and monitoring of operating rules programs, policies and procedures. Collaborates with senior officials throughout the system in all operating departments as well as State and Federal regulators. Supports the operating divisions by executing initial and recurrent instruction and examination of employees in the Transportation, Engineering and Mechanical Departments. Provides guidance and interpretation of all regulatory rules. Organizes and schedules classes and coordinates and communicates with Division management to ensure mandatory participation is achieved. Plans and executes extensive audits. Assists in the investigation of train accidents and incidents to determine the root cause. Analyzes major operating rule violations and formulates modified directives to prevent future violations. May establish communications network that will expedite movements during operational crises. May develop rules qualification programs. Provides guidance and technical advice.

**EDUCATION:** Bachelors degree in Business, Transportation or related field or the equivalent combination of education, training and/or experience. Prefer a Bachelors degree in Business, Transportation or related field.

**WORK EXPERIENCE:** Must be currently or formerly qualified in T&E, Block Operator, Yardmaster or Train Dispatcher. Prefer former management experience overseeing T&E, Block Operators, Yardmasters or Train Dispatchers with demonstrated leadership experience. Former management experience in operating rule instruction preferred.

**OTHER:** Extensive knowledge of operating rules and practices and special instructions governing NEC or off-corridor operations and related federal regulations. Knowledge of Amtrak train operations. Must have demonstrated drive, ambition and leadership ability with effective organizational, administrative and personal computing skills. Prior satisfactory job performance is required. Prefer some knowledge of ACSes and/or ITCS.

**COMMUNICATION AND INTERPERSONAL SKILLS:** Superior effectiveness in communication skills, including writing, speaking, negotiation and presentation/platform skills.

**SUPERVISORY RESPONSIBILITIES:** None.

**TRAVEL REQUIREMENT:** 35%.

**INTERNAL AMTRAK EMPLOYEES MUST COMPLETE A JOB OPPORTUNITY APPLICATION TO APPLY FOR THIS POSITION.**

Amtrak - Search Results

Page 2 of 2

**Salary Range:** \$47,000.00 - \$100,000.00 / Annually  
**Salary Band:** C2  
**Last Date to Apply:** 2004-10-14  
**Years of Experience:** 10 - 20  
**Specialty:** Transportation  
**Employment Type:** Direct Hire, Full Time  
**Travel Requirements:** Low  
**Relocation Benefits may Apply:** Yes  
**Classification:** Non-Agreement  
**Referral Bonus:** 1500 pts

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DATE: 03/20/2005

NATIONAL RAILROAD PASSENGER CORPORATION  
CLOSED MANAGEMENT VACANCIES  
FROM 10/07/2004 TO 12/12/2005

PAGE NO: 1

SRV/DEPT	ADDRESS	VACANCY DESCRIPTION	JOB PERS	PERS	CANDIDATE AREA/Skill	APPLICANT NAME	INT	RACE/ETHNICITY	GENDER	TERM TYPE	STAT	REAS	X-REASON	ASGN	ASGN DATE	NAME IN EXPLAN	TIME/TYPE
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1712421181 FRANCIS J FULMER	I	WHITE	COLLEGE	NO	WHITE	S	Y	N	HARRIS CO	03/20/2005				
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 171452110 ROBERT W BARLAND	I	WHITE	COLLEGE	ASOCIATE	S	Y	N	HARRIS CO	03/20/2005					
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 171441339 CATHERINE R CEPHAS	I	BLACK/AFRICAN AMERICAN	BACHELOR	S	Y	F	N	HARRIS CO	03/20/2005					
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 17106163579 MICHAEL J BONNER	I	WHITE	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	HARRIS CO	03/20/2005					
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1712101819 JONATHAN GUILFILIN JR	I	WHITE	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	HARRIS CO	03/20/2005					
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1713726196 ERICSON KIRK	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	HARRIS CO	03/20/2005					
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1718820003 STEPHEN K CHAVIAZ	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	HARRIS CO	03/20/2005					
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719610209 WILLIAM T HORCHART	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	HARRIS CO	03/20/2005					
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719827575 MARK J SCHIFFEL	I	WHITE	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	HARRIS CO	03/20/2005					
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719841000 PAUL L THOMASON	I	WHITE	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	HARRIS CO	03/20/2005					
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719870000 TROYON D UPSHUR	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	HARRIS CO	03/20/2005					
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719871304 ROBERT L BROOKS I	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	HARRIS CO	03/20/2005					
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719901371 ANTHONY P KOPCHIK JR	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	HARRIS CO	03/20/2005					
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719910100 SUSAN K REILLY	I	BLACK/AFRICAN AMERICAN	BACHELOR	S	Y	N	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719912102 DENNIS K SMITH	I	BLACK/AFRICAN AMERICAN	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719920213 YVONNE DIXON	I	WHITE	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719921302 JONATHAN A HINES	I	BLACK/AFRICAN AMERICAN	BACHELOR	S	Y	N	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719924489 JONATHAN A HINES	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719925196 DAVID E MARTAK	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926038 ROBERT F KORNBERG	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926194 VICTORIA J REED	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926200 ANTHONY P KOPCHIK JR	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926202 DENNIS K SMITH	I	BLACK/AFRICAN AMERICAN	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926204 JONATHAN A HINES	I	WHITE	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926206 KAREN M STROBL	I	WHITE	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926208 JEFFREY A WERNHAM	I	WHITE	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926210 ALICIA L LACY	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926212 ANDREW J SICKLER	I	BLACK/AFRICAN AMERICAN	BACHELOR	S	Y	N	N							
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926214 SEAN T STEWART	I	WHITE	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926216 THOMAS P TURNER	I	WHITE	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926218 JEFFREY A WERNHAM	I	WHITE	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926220 PATRICK X WANG	I	WHITE	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926222 PATRICK X WANG	I	WHITE	HIGH SCHOOL	HIGH SCHOOL	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926224 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926226 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926228 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926230 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926232 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926234 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926236 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926238 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926240 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926242 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926244 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926246 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926248 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926250 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926252 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926254 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926256 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926258 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926260 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926262 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926264 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926266 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926268 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926270 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926272 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926274 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926276 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926278 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926280 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926282 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926284 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926286 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926288 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926290 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926292 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926294 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926296 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926298 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S	Y	N	N						
VPO TRANSPORTATION	50181713 SR ANALYST OPEN PRACTICE	02	NEB# 0027 1719926300 ROBERT J SCHMIDT	I	WHITE	COLLEGE	ASSOCIATE	S									

NOV-8-2004 15:15 FROM: VP TSP DEPT /CNOC 302-683-2019

TO: 87772023

P: 9/9



# COPY

## PERSONNEL ACTION REQUEST

Conflict Of Interest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Training Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-----------------------	------------------------------	-----------------------------	--------------------	------------------------------	-----------------------------

**Current Information - Must Be Completed**

Payroll Area 5L	Social Security Number 221-44-1339	Personnel No. 9415	LAST Name Cephas	FIRST Name Catherine	M.I.
Job Code 91122	Position Title Sr. Analyst-Operating Rules	Department Transportation	Personnel Area NEOB	Band/Zone C-2	Cost Center 5003
				Emp. Sub Group 05	

**Action Requested - Must Be Completed**

<input type="checkbox"/> New Hire	<input type="checkbox"/> Transfer between Management/Union	<input type="checkbox"/> Leave of Absence Paid (Management)	<input type="checkbox"/> Termination
<input type="checkbox"/> Rehire/Reinatement	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence Unpaid	<input type="checkbox"/> Retirement
<input checked="" type="checkbox"/> Transfer/Organization Change	<input type="checkbox"/> Leave of Absence Paid (Union)	<input type="checkbox"/> Return from Leave	

**Action Reason Code**

Code	Reason Lateral Transfer w/Increase	Effective Date Month 11 Day 10 Year 2004
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**New Job Code and Salary Information**

Job Code 92582	Position Title Sr. Analyst-Operating Practices	CDL <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position No. 50183708	Personnel Subarea 0027	Band/Zone C-2
Hours of Service Job Category Block Operator (4)	<input checked="" type="checkbox"/> Not Applicable (0) <input type="checkbox"/> Engineer (1) <input type="checkbox"/> Trainmen (2) <input type="checkbox"/> Train Dispatchers/Director (3) <input type="checkbox"/> Signalman (5) <input type="checkbox"/> Cab Signal/ATS Electrician (6) <input type="checkbox"/> Locomotive Mover/Helper (7)				
Hire Date Month Day Year	Current Salary/Rate Of Pay \$ 64,100.	New Salary/Rate Of Pay \$ 66,700.	(4.17%)	Work Hours (Part Time)	

**Job Assignment**

Cost Center 5082	Function 1601	Work Order No. 3103	PIS Location	Payroll Area	Shift	Work Schedule	Gang	Site Code 051011	Check Seq. WMT10
Work Phone No.	ATS No.	Original RR Hire Date Month Day Year			Prior RR Code	Personnel Area	Department		
Emp Sub Group	Vacation Eligibility Date Month Day Year			Craft Seniority Date Month Day Year			ARSA Hire Date Month Day Year		

**Performance Evaluation Information - For Management Transactions Only**

Last Performance Review Date: Month Day Year	Next Performance Review Date: Month Day Year
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**Termination Information/Allowances - Must Complete For All Termination Actions**

Allowances	Eligible For Rehire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain In Remarks)
Vacation Hours Due	Outstanding Advance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain 'Yes' Answer In Remarks)
Sick Hours Due	All Properties Collected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain In Remarks)
Severance Pay Due	Fill Vacant Position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Short-Term Disability Benefits First _____ days at 100% pay _____ Days at 100% pay less RUIA _____ Days at 80% pay less RUIA RUIA Benefits at \$ _____ per day	Relocations Approved for Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No Level of Benefits: <input type="checkbox"/> Tier I <input type="checkbox"/> Tier II <input type="checkbox"/> Tier III
---	--

**Remarks**

11/19/04 - accepted

**Approval Signatures**

Supervisor's Name R. W. Robusto Signature 11/19/04	Phone No. 739-2403 Date 11/08/04	Human Resources Approval Signature 11/19/04 Date
Department Approval R. S. Strachan Signature 11/19/04	Date 11/08/04	Entered By

Instructions: Complete form, obtain and secure department approvals. Retain signed copy for department records and forward original to Human Resources.

NOV-8-2004 15:15 FROM:UP TSP DEPT /CNOC 302-683-2019

TO:87772023

P:8/9

**Candidate Selection Justification**

Position Title Senior Analyst Operating Practices			Department Transportation
Posting Number 50183706	Band/Zone C2	Location Wilmington, DE	Interview Date / /
Interview Process	<input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other		

**Interview Participants**

Ron Robusto	Irene Whitaker
Edward Mruk	Don Scott

**Candidates Interviewed**

Name	*Racc	Sex
Steven Cavalier	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
George Reese	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Frank Talbott	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Tom Tarpey	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Vince Ricciardi	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
David Martak	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Deborjha Blackwell	Black or African American	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Francis Fullmer	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Paul Manger	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Michael Bonner	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female

- \* • American Indian or Alaskan Native    • Asian    • Native Hawaiian or Other Pacific Islander    • Black or African American    • White  
 • Hispanic or Latino (All races)    • Hispanic or Latino (White race only)    • Hispanic or Latino (All other races)

**Selected Candidate**

Catherine Cephas	Black or African American	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
------------------	---------------------------	--

**Selection Justification**

Ms. Cephas has worked in a rules capacity since 1990, beginning as a Special Duty Rules Examiner, Manager of Operating Rules-NEC and Sr. Analyst System-Operating Rules. She develops operating rules programs to make sure they meet Federal and company standards. She has extensive knowledge of the NORAC Operating Rules, Special Instructions, AMT-2, AMT-3, AMT-4 and ACSES and the Train Dispatchers Manual. She is a valuable member of the Transportation Department.

**SEE CONTINUATION SHEET FOR REMAINING CANDIDATES INTERVIEWED**

Proposed Effective Date 11 / 16 / 2004	Proposed Salary 66,700.	<input checked="" type="checkbox"/> Salary Increase    4 % Increase <input type="checkbox"/> Lateral With No Increase
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**Salary Justification**

New assignment requires increased responsibilities and duties in addition to those of current position. Will continue to develop rules programs while now planning, scheduling, and executing all training-related activities including writing training curriculum. Will now provide leadership and oversight to operating craft "block training" attendees. These additional responsibilities and the skill set required to successfully execute them expand the current assignment, warranting a promotional salary increase.

**Approval Signatures**

Name	Signature	Date
R. W. Robusto	<i>R. W. Robusto</i>	11 / 08 / 2004
R. S. Strachan	<i>R. S. Strachan</i>	11 / 08 / 2004

NOV-4-2004 11:37 FROM: VP TSP DEPT /CNOC 302-683-2019

TO: 87772023

P:5/27

**Candidate Selection Justification**

Position Title <b>Sr. Analyst-Operating Practices - Continuation Sheet (page 2)</b>			Department Transportation
Posting Number <b>50183706</b>	Band/Zone <b>C2</b>	Location <b>Wilmington, DE</b>	Interview Date <b>/ /</b>
Interview Process <input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other			

**Interview Participants**


**Candidates Interviewed**

Name	*Race	Sex
Jonathan Hines	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Dennis Smith	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Michelle Meadows	Black or African American	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Robert Hungerford	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Robert Ragland	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Catherine Cephas	Black or African American	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
James Gilfillan	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
William Morcroft	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Anthony Kopecki	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Deedryl Danner	Black or African American	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female

\* • American Indian or Alaskan Native   • Asian   • Native Hawaiian or Other Pacific Islander   • Black or African American   • White  
 • Hispanic or Latino (All races)   • Hispanic or Latino (White race only)   • Hispanic or Latino (All other races)

**Selected Candidate**

		<input type="checkbox"/> Male <input type="checkbox"/> Female
--	--	---

**Selection Justification**

--	--

Proposed Effective Date <b>/ /</b>	Proposed Salary	<input type="checkbox"/> Salary Increase	% Increase	<input type="checkbox"/> Lateral With No Increase

**Salary Justification**

--	--

**Approval Signatures**

Name	Signature	Date
		<b>/ /</b>
		<b>/ /</b>
		<b>/ /</b>

NOV-4-2004 11:37 FROM:VP TSP DEPT /CNOC 302-683-2019

TO:87772023

P:6/27

**Candidate Selection Justification**

Position Title Sr. Analyst-Operating Practices - Continuation Sheet (page 3)			Department Transportation
Posting Number 50183706	Band/Zone C2	Location Wilmington, DE	Interview Date / /
Interview Process	<input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone		<input type="checkbox"/> Other

**Interview Participants**


**Candidates Interviewed**

Name	Race	Sex
Peter Stevens	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female

- \* • American Indian or Alaskan Native    • Asian    • Native Hawaiian or Other Pacific Islander    • Black or African American    • White
- Hispanic or Latino (All races)    • Hispanic or Latino (White race only)    • Hispanic or Latino (All other races)

**Selected Candidate**

		<input type="checkbox"/> Male <input type="checkbox"/> Female
--	--	---

**Selection Justification**

--	--	--

Proposed Effective Date / /	Proposed Salary	<input type="checkbox"/> Salary Increase         % Increase <input type="checkbox"/> Lateral With No Increase
--------------------------------	-----------------	---

**Salary Justification**

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**Approval Signatures**

Name	Signature	Date
		/ /
		/ /
		/ /

NRPC 3158 word template

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SYSTEM OPER RULES

3026832095

10/14 '04 13:07 NO.428 02/07

Received by Human Resources

*RECEIVED  
OCT 14 2004***Job Opportunity Application**

For use by Current Amtrak Employees Only

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:  
**Sr Analyst Operating Practices**

Posting Notice Number:  
**50183713**

Location:  
**Willmington, DE**

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: <b>Catherine R. Cephas</b>	Social Sec. No.: <b>221-44-1339</b>		
Street Address: <b>18 Pierson Place</b>	Home Tel. No.: <b>(302) 324-9595</b>		
	Work Tel. No.: <b>((302) 683-2032</b>		
<b>City: Wilmington</b>	<b>State: DE</b>	<b>Zip: 19720</b>	Assigned Work Hours: <b>8 am - 5 pm</b>
<b>Work Location: Wilmington, DE</b>		Assigned Work Days: <b>M-F</b>	

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>9 / 1971</b> To: <b>6 / 1973</b>	Academic	<b>Cape Henlopen</b>	<b>Lewes, DE</b>
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>9 / 1973</b> To: <b>5 / 1988</b>	BA/ Psychology	<b>University of Delaware</b>	<b>Newark, DE</b>
Graduate School	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			
Vocational School	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			
Other	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>3 / 2000</b> To: <b>11 / 2000</b>	Webmaster Certification	<b>University of Delaware</b>	<b>Newark, DE</b>

**PRESENT JOB STATUS**

Present Job Title: <b>Sr. Analyst System Operating Rules - NORAC</b>	Band/Zone <b>C-2</b>	Last Performance Rating: <b>N/A</b>	Date of Last Rating: <b>/ /</b>
Supervisor's Name: <b>Ronald W. Robusto</b>	Supervisor's Title: <b>Sr. Director System Operating Practices</b>		
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Supervisor's Telephone No.: <b>(302) 429-2403</b>			

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered	Forwarded	
Date:	By:	Date:
By:	To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

*3000 3333*

SYSTEM OPER RULES

3026832095

10/14 '04 13:08 NO.428 03/07

**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From: 10 / 01 / 2001 To: / / 2004	Sr. Analyst System Operating Rules - NORAC	Ronald W. Robusto - Transportation	Development/implementation of operating rules & training programs. Rules compliance audits, Rule violations analysis, TEST reports, Publish manuals, Rules Interpretation, FRA contact.
From: 3 / 22 / 1999 To: 10 / 01 / 2001	Manager of Operating Rules - NEC	Sheldon F. Boggs Customer Services	Development/implementation of operating rules & training programs that meet Federal and company standards. Perform rules compliance audits, monitor and analyse rules violations.
From: / / 1990 To: / / 1997	Special Duty Rules Examiner	Various	Instruction of NORAC operating rules for all crafts. Physical Characteristics examinations. Development of lesson plans and examinations. Maintenance of employee records.
From: 6 / 28 / 1978 To: / / 1999	Block Operator / Train Dispatcher/ Assistant Chief Train Dispatcher	Various	Establish routes for train movements, authorize track maintenance work. Supervise Train Dispatchers Office.

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From: / / To: / /			
From: / / To: / /			
From: / / To: / /			
From: / / To: / /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak?  Yes  No  
 If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location

**APPLICANT'S QUALIFICATIONS** This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

I have extensive knowledge of the NORAC Operating Rules, Special Instructions, AMT-2, AMT-3, AMT-4, ACSES, and the Train Dispatcher's Manual. I am currently responsible for the implementation & monitoring of operating rules programs, policies and procedures for Amtrak. I have 14 years experience in curriculum development, and am currently responsible for development of NORAC Operating Rules curriculum and exam questions for new hire and recurrent training programs for Transportation, Engineering and Mechanical department employees. In developing/ implementing concepts & procedures, I have consulted with senior directors and managers to ensure uniformity where possible across the country. I have established respectful & co-operative relations with my peers of foreign carriers over whose territory our trains operate. I am qualified on GCOR and have a working knowledge of other foreign carrier operating rules. I have performed rules compliance audits and follow-ups on each division. I am familiar with Federal Regulations regarding Operating Rules & Train Operations; Consent decrees regarding fair and equal employee testing practices; and examination validation procedures. I have strong verbal and written skills, as required for instruction and program development.

My background in behavioral science is beneficial in determining employees reaction to change and effectively

SYSTEM OPER RULES

3026832095

10/14 '04 13:08 NO.428 04/07

implementing new rules for the most positive outcomes. I also have certification in multimedia development and web design which are tools which will be required in future development of programs.

I am conversant with the TESTS system, including modification and running of FOCUS reports. My computer skills include proficiency in WordPerfect 5.1 for DOS, WordPerfect 9, MS Word, Excel, Access, Publisher, and PowerPoint and have experience in development of computer-based training.

I have 26 years of experience in train operations, and I am familiar with the company staffing practices, infrastructure, and equipment maintenance practices.

I have established excellent working relationships with employees on all levels in departments involved in train movements and safety. I feel that I work very well with others. I am open to constructive criticism and have proven myself to be person who is willing to assist others in achieving their goals.

With regard to my work schedule, I am flexible and willing to travel when necessary.

SIGNATURE

PLEASE READ THIS CAREFULLY:

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

Cathleen R Cephas  
Applicant's Signature

10-14-04  
Date

JAN-28-2005 15:31 FROM: UP TSP DEPT /CNOC 302-683-2019

TO: 87772023

P:3/5

SYSTEM OPER PRACTICE

3024292419

01/24 '05 14:06 NO.639 01/02

**COPY****PERSONNEL ACTION REQUEST**

Conflict Of Interest?	Training Required?
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Current Information - Must Be Completed**

Payroll Area	Social Security Number	Personnel No.	LAST Name Ebba, Jr.	FIRST Name Emmanuel	M.I. I.
133 — 72 — 8406					
Job Code 92581	Position Title Trainmaster		Department Transportation	Personnel Area C-2	Band/Zone C-2
				Cost Center 5372	Emp. Sub Group

**Action Requested - Must Be Completed**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> New Hire                                | <input type="checkbox"/> Transfer between Management/Union | <input type="checkbox"/> Leave of Absence Paid (Management) |
| <input type="checkbox"/> Rehire/Reinstatement                    | <input type="checkbox"/> Salary Change                     | <input type="checkbox"/> Leave of Absence Unpaid            |
| <input checked="" type="checkbox"/> Transfer/Organization Change | <input type="checkbox"/> Leave of Absence Paid (Union)     | <input type="checkbox"/> Return from Leave                  |
|  |  | <input type="checkbox"/> Termination                        |
|  |  | <input type="checkbox"/> Retirement                         |

**Action Reason Code**

Code	Reason Lateral Transfer	Effective Date Month Day Year 03 01 2005
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**New Job Code and Salary Information**

Job Code 92582	Position Title Sr. Analyst-Operating Practices	CDL <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position No. 5018313	Personnel Subarea 0027	Band/Zone C-2
Hours of Service	<input type="checkbox"/> Not Applicable (0)	<input type="checkbox"/> Engineer (1)	<input type="checkbox"/> Trainmen (2)	<input type="checkbox"/> Train Dispatchers/Director (3)	
Job Category	<input type="checkbox"/> Block Operator (4)	<input type="checkbox"/> Signaler (5)	<input type="checkbox"/> Cub Signal/ATS Electrician (6)	<input type="checkbox"/> Locomotive Mover/Helper (7)	
Hire Date Month Day Year	Current Salary/Rate Of Pay \$ 66,200.	New Salary/Rate Of Pay \$ 66,200.	Work Hours (Part Time)		

**Job Assignment**

Cost Center 5082	Function 1601	Work Order No. 3103	FIS Location	Payroll Area	Shift	Work Schedule	Gang	Site Code 051011	Check Seq. WMT1 0
Work Phone No.	ATS No.	Original RR Hire Date Month Day Year	Prior RR Code	Personal Area NE08	Department				
Emp Sub Group	Vacation Eligibility Date Month Day Year	Craft Seniority Date Month Day Year	ARSA Hire Date Month Day Year						

**Performance Evaluation Information - For Management Transactions Only**

Last Performance Review Date: Month Day Year	Next Performance Review Date: Month Day Year
---	---

**Termination Information/Allowances - Must Complete For All Termination Actions**

Allowances	Eligible For Rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Vacation Hours Due	Outstanding Advance? <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain 'Yes' Answer In Remarks)
Sick Hours Due	All Properties Collected? <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Severance Pay Due	Fill Vacant Position? <input type="checkbox"/> Yes <input type="checkbox"/> No
Notice Pay Due	

Short-Term Disability Benefits First _____ days at 100% pay Days at 100% pay less RIJA _____ Days at 80% pay less RIJA _____ RIJA Benefits at \$ _____ per day	Retirements Approved for Benefits: <input type="checkbox"/> Yes <input type="checkbox"/> No Level of Benefits: <input type="checkbox"/> Tier I <input type="checkbox"/> Tier II <input type="checkbox"/> Tier III
---	---

**Remarks**

Management Promotion 2/22/05 - accepted position 1/31/05
--

Approval Signatures Supervisor's Name R. W. Roberts Signature 	Phone No. 739-2458 Date 1/21/05	Human Resources Approval Signature 2/16/05 Entered By
Department Approval R. S. Strachan Signature 	Date 1/21/05	Date

Instructions: Complete form, print and secure department approval. Retain signed copy for department records and forward original to Human Resources.

NRPC 2000 (10/02) Word Template

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JAN 28 2005 15:31 FROM: UP TSP DEPT /CNOC 302-683-2019

TO: 87772023

P: 4/5

**Candidate Selection Justification**

Position Title <b>Sr. Analyst Operating Practices</b>			Department <b>Transportation</b>
Posting Number <b>50153997</b>	Band/Zone <b>C2</b>	Location <b>Wilmington, DE</b>	Interview Date <b>01 / 18 / 2005</b>
Interview Process	<input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other		

**Interview Participants**

<b>Don Herman</b>	<b>Irene Whitaker</b>

**Candidates Interviewed**

Name	*Race	Sex
Brian Amber	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Al Thomason	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Emmanuel Ebba	Black or African American	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female

- \* • American Indian or Alaskan Native    • Asian    • Native Hawaiian or Other Pacific Islander    • Black or African American    • White  
 • Hispanic or Latino (All races)    • Hispanic or Latino (White race only)    • Hispanic or Latino (All other races)

**Selected Candidate**

<b>Emmanuel Ebba</b>	<b>Black or African American</b>	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
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**Selection Justification**

Mr. Ebba has had a progressive career path to his current Trainmaster in New York. He has experience in teaching NORAC, AMTII & III. His educational background is exemplary. He has effective organizational, administrative and personal computing skills. Mr. Ebba will be a valuable member to the Transportation team. Although Mr. Ebba has been in his current position for just under one year, his background and skillset would serve the department well in this new capacity. In addition, the selection of Mr. Ebba supports the Transportation Dept.'s goal of ensuring a diverse workforce.

Proposed Effective Date <b>02 / 01 / 2005</b>	Proposed Salary <b>\$66,200</b>	<input type="checkbox"/> Salary Increase    % Increase <input checked="" type="checkbox"/> Lateral With No Increase
--	------------------------------------	---

**Salary Justification**

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**Approval Signatures**

Name	Signature	Date
R. W. Robusto	<i>RS Strachan</i>	<b>01 / 21 / 2005</b>
R. S. Strachan	<i>RS Strachan</i>	<b>01 / 21 / 2005</b>
		/ /

Dec 16 04 02:30p

Emmanuel Ebba, Jr.

9083533166

p.2

Received by Human Resources

**RECEIVED**  
**AMTRAK HUMAN RESOURCES**  
**DEC 16 2004**

**Job Opportunity Application****For use by Current Amtrak Employees Only**

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

**Title of Position Desired:**  
**Sr. Analyst Operating Practices**

**Posting Notice Number:**  
**50183713**

**Location:**  
**Wilmington, Delaware**

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: Emmanuel I. Ebba, Jr.	Social Sec. No.: 133-72-8406
Street Address: 114 Winchester Drive	Home Tel. No.: 917 952 8059
	Work Tel. No.: 212 630 7267
City: East Windsor	State: NJ Zip:08520 Assigned Work Hours: 3pm - 11pm
Work Location: New York	Assigned Work Days: Sunday thru Thursday

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From : 01 / 03 / 1991 To: 06 / 28 / 1994	HS Diploma	August Martin	Jamaica, NY
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From : 09 / / 2001 To: 05 / / 2003	BBA in Management	Dowling College	Oakdale, New York
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From : / / To: / /			
Vocational School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From : / / To: / /			
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From : / / To: / /			

**PRESENT JOB STATUS**

Present Job Title: <b>Trainmaster - Road Operations</b>	Band/Zone <b>1 and 2</b>	Last Performance Rating: <b>N/A</b>	Date of Last Rating: <b>/ /</b>
Supervisor's Name: <b>Donald Herman</b>	Supervisor's Title: <b>Assistant Superintendent</b>		
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Supervisor's Telephone No.: 212 630 6352			

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered	Forwarded	
Date:	By:	Date:
By:	To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

NRPC 1764 (10/01) MSWord Template

Dec 16, 04 02:30p

Emmanuel Ebba, Jr.

9083533166

P.3

**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : 03 / 15 / 2004 To: / /	Trainmaster - Road Operations	D. Herman - Transportation	Managing and coordinating operational activities of T&E crews, yardmasters, and administrative functions to ensure safe operations of trains. Provide leadership mentoring and guidance.
From : 08 / / 2003 To: 03 / 14 / 2004	Conductor - Penn Station and Sunnyside Yard	S. Guida - Transportation	Responsible for the safety of the passengers and the crew; rescue operations within 30 miles of Penn station; collect, sell and account for passenger fares; drill moves in NYP, SSYD, and D
From : 6 / / 2001 To: 8 / / 2003	Assistant Conductor	S. Guida - Transportation	Perform pre-departure, enroute, and arrival duties assigned by the conductor; collect, sell, cancel and account for passenger fares.
From : 7 / 28 / 1998 To: 6 / / 2001	Assistant conductor - CS-1, Boston	Juanetta Silver - Commuter Rail Transportation - Boston	Perform pre-departure, enroute, and arrival duties assigned by the conductor; collect, sell, cancel and account for passenger fares.

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : 6 / / 1995 To: 3 / / 1998	Supervisor, Boston Account	Parking Systems Valet Service	Create weekly schedule for employees; manage collection of weekly receipts averaging \$5,000; manage payroll for employees.
From : 6 / / 1994 To: 9 / / 1996	Moving Specialist	C & N Express Inc. Moving and Storage	Deliver shipments to Southeastern and Midwestern states; inspect inventory of appliances, furniture and electronic equipment.
From : / / To: / /			

**RELATIVES AT AMTRAK**Do you or your spouse have any relatives currently employed at Amtrak?  Yes No

If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location

**APPLICANT'S QUALIFICATIONS** This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

My qualifications include: a Bachelor of Business Administration degree in Management; currently T&E qualified; management experience overseeing T&E crew; knowledge of operating rules and special instruction governing on and off-corridor operations and related federal regulations; knowledge of Amtrak train operations; have demonstrated drive, ambition, and leadership ability with effective organizational, administrative, and personal computing skills.

**SIGNATURE****PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

## Emmanuel Ebba, Jr.

114 Winchester Drive, East Windsor, New Jersey, 08520

Tel: 212 630 7267 (W) 917 952 8059 (C) Email: emmanuel77@gmail.com

---

### OBJECTIVE

To obtain a position as a Senior Analyst of Operating Practices

### SUMMARY OF QUALIFICATIONS

NORAC; AMT II (Electrical Instruction); AMT III (Air Brake Instruction); Special Instructions; Sexual Harassment Awareness; CPR

### EDUCATION

Dowling College

*BBA in Management; Aeronautics minor*

Oakdale, NY

*May 2003*

### EXPERIENCE

AMTRAK New York Division

New York, NY

*Trainmaster – Road Operations*

*March 2004 – Present*

- Manage and coordinate train and engine crews to ensure the safe and efficient road operations of trains
- Manage employees' compliance with FRA and Amtrak's rules and regulations
- Respond to service disruptions and handle promptly to minimize passenger inconvenience and train delay
- Conduct efficiency test to ensure compliance with regulating policies and maintain records
- Initiate action for non-compliance in a fair and consistent manner

AMTRAK Zone 2 / (On-Corridor Operations)

New York, NY

*Conductor/Assistant Conductor*

*June 2001 – March 2004*

- Perform pre-departure, enroute, and arrival duties assigned by the conductor
- Supervise boarding, seating and detraining of passengers for safety and comfort
- Collect, sell, cancel and account for passenger fares
- Rescue moves within 30 miles of Penn Station
- Drill moves in Penn Station, The "D" Yard and Sunnyside Yard

AMTRAK / MBTA (Commuter Rail Operations)

Boston, MA

*Assistant Conductor*

*July 1998 – June 2001*

- Perform pre-departure, enroute, and arrival duties assigned by the conductor
- Supervise boarding, seating and detraining of passengers for safety and comfort
- Collect, sell, cancel and account for passenger fares

Parking Systems Valet Service

Valley Stream, NY

*Supervisor, Boston Account*

*1995-1998*

- Create weekly schedule for employees
- Manage collection of weekly receipts averaging \$5,000
- Manage payroll for employees

NATIONAL RAILROAD PASSENGER CORPORATION  
30th Street Station, Philadelphia, PA 19106



June 16, 2005

Ms. Alvia Lacy  
1306 Jervis Sq.  
Belcamp, MD 21017

RE: Your application for the Sr Analyst Operating Practices position

Vacancy No. 50183706-13

Dear Ms. Lacy:

Thank you for submitting your application for the position of Sr Analyst Operating Practices.

We were able to identify other applicants whose background, experience and skills were more closely aligned to the posted requirements and the needs of the department. As a result, another applicant was selected.

We appreciate your interest in Amtrak and wish you the best of luck with your career endeavors.

Sincerely,  
Human Resources Department

Received by Human Resources

Amtrak

**Job Opportunity Application****For use by Current Amtrak Employees Only**

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:

**AMTRAK-DEL-WILM-SR ANALYST  
OPERATING PRACTICES**

Posting Notice Number:

**50183713**

Location:

**WILMINGTON DE**

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: <b>ALVIA L. LACY</b>	Social Sec. No.: <b>215-68-0127</b>		
Street Address: <b>1306 JERVIS SQ,</b>	Home Tel. No.: <b>410-272-4819</b>		
	Work Tel. No. : <b>302 834-2769</b>		
<b>CITY: BELCAMP</b>	<b>STATE: MD</b>	<b>ZIP: 21017</b>	Assigned Work Hours: <b>6-2</b>
<b>WORK LOCATION: BEAR, DE</b>		Assigned Work Days: <b>MON-FRI</b>	

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>9 / 3 / 70</b> To: <b>6 / 7 / 74</b>	<b>HIGH SCHOOL DIP.</b>	<b>ABERDEEN SR. HIGH</b>	<b>ABERDEEN, MD 21001</b>
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>6 / / 83</b> To: <b>12 / / 86</b>	<b>BS BUSINESS ADMINISTRATION</b>	<b>UNIVERSITY OF MARYLAND</b>	<b>COLLEGE PARK, MD</b>
Graduate School	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			
Vocational School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>1 / / 76</b> To: <b>8 / / 76</b>		<b>AIRCO TEC INST.</b>	<b>BALTIMORE, MD</b>
Other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			

**PRESENT JOB STATUS**

Present Job Title: <b>CARREPAIR-PERSON</b>	Band/Zone <b>BEAR, DE</b>	Last Performance Rating: <b>N/A</b>	Date of Last Rating: <b>/ /</b>
Supervisor's Name: <b>MR J. WALTERS</b>	Supervisor's Title: <b>MANAGER</b>		

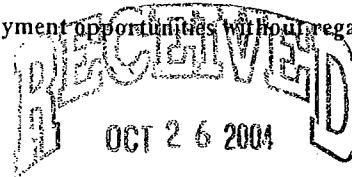
May a Human Resources Department representative contact your supervisor regarding your interest in this position?

 Yes  No Supervisor's Telephone No.:**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered	Forwarded	
Date:	By:	Date:
By:	To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

NRPC 1764 (10/01) MSWord Template



AMTRAK HUMAN RESOURCES  
Philadelphia, PA

**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : 8 / / 83 To: 1 / / 88	TRACK -PERSON	TRACK	MAINTAIN AND REPAIR TRACK LOCATIONS WITHIN THE NEC.
From : 1 / / 88 To: / /	CARREPAIR- PERSON	MECHANICAL	REPAIR, AND MAINTAIN AMF I & II, IN ADDITION TO AIR BRAKE DUTIES.
From : / / To: / /			
From : / / To: / /			

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : 7 / / 97 To: / / 99	CSR	MCC	COMPLETE DUTIES IN SALES, BANK DEPOSITS, CLOSINGS, AND TRANSACTIONS, AS RELATED TO CENTER.
From : / / To: / /			
From : / / To: / /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak?  Yes  No  
 If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location
N/A			

**APPLICANT'S QUALIFICATIONS** This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

I FULFILL THE POSTED SKILLS AND EXPERIENCE REQUIRED FOR THIS POSITION, BASED ON MY BACHELORS DEGREE IN BUSINESS ADMINISTRATION, AND MY EXPERIENCE, AND TECHNICAL BACKGROUND IN THE FIELD OF MECHANICAL OPERATIONS, MAINTENANCE PROCEDURES, FRA, AND SAFETY REGULATION.

**SIGNATURE** *Alma L. Tracy*  
**PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

*10/13/07*

Job Reference # 50183771

**Amtrak - Washington-DC - Administrator Inventory - High Speed (1)**

POSITION: Administrator Inventory - High Speed (1) Eff 10/07/04

DEPARTMENT: Procurement & Materials Mgmt.

LOCATION: Washington, DC

BAND/ZONE SALARY: B2 \$31,400.00 minimum

POSITION NO: 50183771

**INTERNAL AND EXTERNAL APPLICANTS**

DUTIES: Monitors usage of inventory and project materials by the mechanical and/or engineering departments. Reviews reports on material consumption trends and patterns and compares to planning records. Works in conjunction with the Inventory Service Officers to set/maintain/adjust planning and forecasting inventory records.

Coordinates with engineering regarding materials affected by new designs as well as disposition of outdated materials. Responsible for the effective/efficient deployment of inventory assets.

Monitors inventory reports and reports on key performance indicators. Assists Inventory Services Officers in processing bills

of materials. Approves material requisitions and performs miscellaneous purchases and other duties as assigned.

EDUCATION: Must have a high school diploma or equivalent. Bachelor's degree or equivalent combination of education, training and/or experience preferred.

WORK EXPERIENCE: Experience in materials mgmt., production planning, lead times (internal and vendor), forecasting & distribution. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and Access.) Prefer proven experience in materials mgmt., including purchasing, planning, replenishment, forecasting, logistics, distribution, MRP and scheduling. Knowledge of focus report writing preferred.

OTHER REQUIREMENTS: Ability to schedule and plan long lead material for major projects. Prefer proficiency in AAMPS inventory control, planning & forecasting modules. Prior satisfactory job performance and attendance required.

COMMUNICATION AND INTERPERSONAL SKILLS: Excellent interpersonal communication skills both verbal and written. Ability to interface

Page 2 of 2

with all levels of employees as well as outside vendors.

SUPERVISORY RESPONSIBILITIES: None.

TRAVEL: 20%.

INTERNAL AMTRAK EMPLOYEES MUST COMPLETE A JOB OPPORTUNITY APPLICATION TO APPLY FOR THIS POSITION.

Job Notes

**Salary Range:** B2 \$31,400 to \$59,000

**Last Day to Apply:** 10/14/2004

**Job Category:** Procurement

**Years of Experience:** 1- 5

**Travel Requirements:** Low

**Relocation Benefits may Apply:** No

AMTRAK is an equal opportunity employer committed to employing a diverse workforce. Internal AMTRAK employees must complete a job opportunities application to apply for positions.

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A368

[http://www.teamrewards.net/task/job\\_posting.jsp?is\\_anonymous=1](http://www.teamrewards.net/task/job_posting.jsp?is_anonymous=1) 7

10/7/2004

# NATIONAL RAILROAD PASSENGER CORPORATION

**AMTRAK**

## **HUMAN RESOURCES DEPARTMENT**

## **INITIAL SCREENING SHEET**

\*Q - Qualified  
\*UQ - Unqualified

NOV. 10 2004 10:26

#5548 P.004



555 8774

## PERSONNEL ACTION REQUEST

Conflict Of Interest?	Training Required?
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## Current Information

Payroll Area 02	Social Security Number - - -	Personnel No. 61380	LAST Name Wigfield	FIRST Name David	M.I.
Job Code BC143	Position Title Lead Inventory Clerk	Department Proc. & Mat'l Mgmt.	Personnel Area EA03	Band/ Zone	Cont Center 4842
				Emp. Sub Group	

## Action Requested

<input type="checkbox"/> New Hire	<input checked="" type="checkbox"/> Transfer between Management/Union	<input type="checkbox"/> Leave of Absence Paid (Management)	<input type="checkbox"/> Termination
<input type="checkbox"/> Rehire/Reinstatement	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence Unpaid	<input type="checkbox"/> Retirement
<input type="checkbox"/> Transfer/Organization Change	<input type="checkbox"/> Leave of Absence Paid (Union)	<input type="checkbox"/> Return from Leave	

## Action Reason Code

Code	Reason Promotion - Union to Management	Effective Date Month 11 Day 16 Year 2004
------	---	---

## New Job Code and Salary Information

Job Code 90101	Position Title Administrator Inventory	COL <input type="checkbox"/> Yes <input type="checkbox"/> No	Position No. 5018377 1	Personnel Subarea	Band/Zone B2
Hours of Service Job Category	<input checked="" type="checkbox"/> Not Applicable (0) <input type="checkbox"/> Block Operator (4)	<input type="checkbox"/> Engineer (1) <input type="checkbox"/> Signaler (5)	<input type="checkbox"/> Trainman (2) <input type="checkbox"/> Cab Signaler/ATS Electrician (6)	<input type="checkbox"/> Train Dispatcher/Director (3) <input type="checkbox"/> Locomotive Mover/Helper (7)	
Hire Date Month Day Year	Current Salary/Rate Of Pay \$ 41,551		New Salary/Rate Of Pay \$ 41,551	47,500 <i>for Shula Davison</i>	Work Hours (Part Time)

## Job Assignment

Facility Center 1816	Function 1816	Work Order No.	FIS Location 4071	Payroll Area	Shift	Work Schedule	Gang	Site Code 75006	Check Seq. WTC04
Work Phone No.	AT&T No.	Original RR Hire Date Month Day Year			Prior RR Code	Personnel Area EA03	Department Proc. & Mat'l Mgmt.		
Emp Sub Group	Vacation Eligibility Date Month Day Year	Craft Seniority Date Month Day Year			ARSA Hire Date Month Day Year				

## Performance Evaluation Information

Last Performance Review Date: Month Day Year	Next Performance Review Date: Month Day Year
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## Termination Information/Allowances

Allowances	Eligible For Rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Vacation Hours Due	Outstanding Advance? <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain 'Yes' Answer In Remarks)
Sick Hours Due	All Properties Collected? <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Severance Pay Due	Fill Vacant Position? <input type="checkbox"/> Yes <input type="checkbox"/> No
Notice Pay Due	

Short-Term Disability Benefits First _____ days at 100% pay Days at 100% pay less RUIA _____ Days at 80% pay less RUIA RUIA Benefits at \$ _____ per day	Relocations Approved for Benefits Level of Benefits: Tier I Tier II Tier III
---	---

## Remarks

X
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Approval Signatures Supervisor's Name Signature Date Department Approval Michael Rienzi	Phone No. Date Date Entered By	Human Resources Approval Date: Signature Date:
--	---	---

Instructions: Complete form, print and secure departmental approvals. Retain signed copy for department records and forward original to Human Resources.

NOV. 10, 2004 10:26

#5548 P.005

**AMTRAK®****Candidate Selection Justification**

Position Title <b>Administrator Inventory, High Speed</b>			Department <b>Procurement &amp; Mat. Mgmt.</b>
Posting Number <b>SO183771</b>	Band/Zone <b>B2</b>	Location <b>Washington, D.C.</b>	Interview Date <b>10 / 28 / 2004</b>
Interview Process	<input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other		

**Interview Participants**

<b>Sean McCarty</b>	Procurement & Materials Management Dept.
<b>Lavar Freeman</b>	Human Resources

**Candidates Interviewed**

Name	Race	Sex
Jackie Landry	African American	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Roderick Jones	African American	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Chris Gallagher	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Kofi Tutu	African Amer	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Wigfield, David.	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female

- \* American Indian or Alaskan Native   \* Asian   \* Native Hawaiian or Other Pacific Islander   \* Black or African American   \* White  
 \* Hispanic or Latino (All races)   \* Hispanic or Latino (White race only)   \* Hispanic or Latino (All other races)

**Selected Candidate**

<b>Dave Wigfield</b>	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
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**Selection Justification**

Mr. Wigfield has all of the skills necessary to not only perform the duties of the job but to excel in this position. He has an A.A in Business and a very thorough background in all aspects of material control to include a solid background in material planning and forecasting which is crucial to this position. He has also held positions as Lead Receiving Clerk, Inventory Control Lead and Lead Clerk within Amtrak. Most importantly, Mr. Wigfield has the leadership skills that will be necessary in this role and will be a valuable asset to Amtrak in this management position.

Proposed Effective Date <b>11 / 15 / 2004</b>	Proposed Salary <b>\$45,700</b>	<input checked="" type="checkbox"/> Salary Increase <b>10 % Increase</b> <input type="checkbox"/> Lateral With No Increase
--	------------------------------------	--

**Salary Justification**

Mr. Wigfield currently earns \$41,550 per year and is being promoted from an agreement position to management. This position will be tasked leading several major initiatives in Washington, D. C. to include; Supply Pro implementation, ASAP implementation and the transition of the High Speed Rail maintenance facility. Mr. Wigfield possesses the talent necessary to immediately perform the job requirements and avoid hiring an outside candidate at a much higher salary.

**Approval Signatures**

Name	Signature	Date
Michael J. Renzi	<i>m. renzi</i>	<b>11/2/04</b>
		/ /
		/ /

8774: D. Wigfield - Administrator Inventory High Speed

Page 1 of 1

## Staff Summary Sheet - SSS8774

*Washington*

Requester: MARIE WALKER-RUGGHIA	Executive Officer: MICHAEL RIENZI
Title: Manager Budget Planning	Department Head: DAVID HERENDEEN
Extension: 8-728-1288	Director/Manager: JOSEPH SOUSA III
Date Submitted: 11/2/2004	Date Approved:
<b>Purpose:</b> Request approval to place Mr. Dave Wigfield into the vacant Administrator Inventory (High Speed) position located in Washington, D.C.	

**Discussion:** Mr. Wigfield was selected because he either met or exceeded all job requirements. He has a solid background in material planning and forecasting which is critical to this position. This position needs to be filled in a timely manner in order for Materials Management to have the appropriate players in place for a smooth transition of high speed rail maintenance. This position is also responsible for the Supply Pro implementation and the ASAP implementation. These endeavors are high profile tasks this department is attempting to accomplish successfully and not filling this position would definitely have a negative impact.

**Alternatives:** There are no alternatives. The job responsibilities of this position cannot be absorbed by the current staff and the success of these initiatives is very important.

**Funding:** Funding has been included in the FY05 operating budget and is shown on the authorized headcount of chart 11.1.4.

**Recommendations:** Approve this request.

## Routing Flow

Routing	Approver	Concur	Non-Concur
	Sr. VP - Operations		
	Chief Engineer		
	Chief Financial Officer		
	Chief Mechanical Officer		
	General Counsel & Corp. Sec.		
	Inspector General		
	VP - Business Diversity		
	VP - Government Affairs & Policy		
02	VP - Human Resources	X	
	VP - Labor Relations		
	VP Marketing and Sales		
	VP - Planning & Bus. Dev.		
01	VP - Procurement & Mat. Mgmt.	X	
	VP - Security		
	VP - Transportation		

## President and CEO Response

Final Approver	Action Required
President and CEO	Awaiting full approval

*DW*  
11/15/04

30003181

Received by Human Resources

**Amtrak****Job Opportunity Application****For use by Current Amtrak Employees Only**

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:

Administrator Inventory

Posting Notice Number:

#50183771

Location:

WASH. DC.

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name:	<u>David B. WISFIELD</u>		Social Sec. No.:	<u>216 483 561</u>
Street Address:	<u>113 EAST 6 ST.</u>		Home Tel. No.:	<u>301-884-7968</u>
City:	<u>Brunswick</u>	State: <u>MD</u>	Work Tel. No.:	<u>202-906-1400</u>
Work Location:	<u>Towson</u>		Assigned Work Hours:	<u>7A-3P</u>
			Assigned Work Days:	<u>M-F</u>

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <u>9/1/77</u> To: <u>6/20/83</u>	<u>General Studies</u>	<u>Brunswick High</u>	<u>Brunswick, Md.</u>
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <u>8/30/83</u> To: <u>6/20/87</u>	<u>Business</u>	<u>Frederick Community College</u>	<u>Frederick, Md.</u>
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /	/ /	/ /	/ /
Vocational School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /	/ /	/ /	/ /
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /	/ /	/ /	/ /

**PRESENT JOB STATUS**

Present Job Title:	<u>LEAD MATERIALS REC. CLERK</u>	Band/Zone	Last Performance Rating:	Date of Last Rating:
Supervisor's Name:	<u>SEAN McCARTY / JOE MCKAY</u>	Supervisor's Title: <u>SR. MAG / Dept. Mag.</u>		
May a Human Resources Department representative contact your supervisor regarding your interest in this position?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Supervisor's Telephone No.:		

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered	Forwarded	
Date:	By:	Date:
By:	To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From: 3/15/03 To: 1/1/present	Rec. LEAD Clerk	JOE MCKEE MAT. CONTROL	Rec of inbound stock, maintain gas, lube oil levels, oversee 4 clerks - troubleshoot.
From: 6/15/95 To: 3/14/03	MAT. CONTROL PLANNER	JOE MCKEE MAT. Control	PLAN & Forecast Inventory, Order, R&R, Inventory discrepancies.
From: 7/25/90 To: 6/24/95	Inventory Control Lead.	JACK K Commissary	Order and maintain stock levels for perishable and non perishable products.
From: 8/19/87 To: 7/24/90	Lead Clerk Commissary	JACK K Commissary	Responsible for daily supervision of clerical operations, paperwork - deadlines, safety member.

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From: / / To: / /			
From: / / To: / /			
From: / / To: / /			

**RELATIVES AT AMTRAK**Do you or your spouse have any relatives currently employed at Amtrak?  Yes

If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location

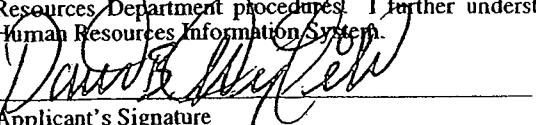
**APPLICANT'S QUALIFICATIONS** Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

I served as a material control planner from 1995-2003. During which time I worked as a liaison between the Mechanical Department and the Material Control Department. I was responsible for the planning and forecasting of materials for use in the Ivy City facility. I was responsible for system replenishment issues, resolving inventory discrepancies and system troubleshooting.

**SIGNATURE****PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

  
Applicant's Signature

A374

10/12/04  
Date

**David Brian Wigfield**  
 113 East 'G' Street  
 Brunswick, MD 21716

Telephone: 301-834-7968

Email: dawigfield@yahoo.com

**Career Objective**

Self-motivated and success oriented team player with solid communications skills seeking a challenging and growth position that requires a comprehensive knowledge of warehouse management and inventory control.

**Professional Experience**

Amtrak, Washington, DC

October 1986 - Present

**Receiving Lead (2003-present)**

- Serve as the On-Site E-trax representative for the Material Control Department. This involves ordering office supplies and daily diesel fuel entries for the Ivy City facility.
- Responsible for ordering and maintaining lube oil and propane at the Ivy City facility. Also order and maintain gas for Union Station and Ivy City facilities.
- Responsible for trouble shooting MR's, PO's and invoices.
- Responsible for receiving and verifying inbound stock.
- Oversee 4 receiving clerks and serve as the contact person for the mechanical department.
- Daily interface with delivery drivers and outside vendors.

**Material Control Planner (1995-2003)**

- Responsible for planning and forecasting usage of Amtrak products and materials, consisting of 15,000 inventoried items and valued at \$5,000,000, using the Amtrak Accounting & Material Purchasing System (AAMPS).
- Implemented cost control procedures and initiated procedures for expedited ordering and delivery of time-sensitive products and materials, which resulted in monthly savings of \$200,000.
- Serve as a liaison between the Mechanical Department and the Material Control Department to acquire repair parts for passenger cars and locomotives.
- Operate and maintain the R&R Network (repair & return) with other Amtrak locations and outside service vendors.
- Responsible for system replenishment issues, resolving inventory discrepancies and system troubleshooting.
- Proficient in the daily use of Microsoft Office products.

**Inventory Control Supervisor (1990-1995)**

- Supervised the daily activities of 20 warehouse employees and prioritized daily tasks and work assignments.
- Purchased and maintained a wide variety of perishable and non-perishable products and materials for the warehouse commissary.
- Responsible for monthly physical inventory of all products and materials in the warehouse.
- Responsible for daily interface with vendors, which involved ordering, receiving, and generating discrepancy reports.
- Coordinated and controlled the transfer of products and materials between other Amtrak satellite locations.
- Maintained and adhered to FDA Regulations.
- Possess a CDL Class-B License and forklift instructor certificate.
- Responsible for maintaining safe working conditions in the warehouse and for training and road testing CDL drivers.